



**Franklin County**  
**Department of Job & Family Services**  
1721 Northland Park Ave.  
Columbus, Ohio 43229

## **J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Secretary 1  
(Bargaining) **PCN:** 107001

**DEPARTMENT/Location:** Medical Support Services/West **P. R.:** O3

**REPORTS TO:** Social Program Administrator 2

**RESPONSIBILITIES:** Perform necessary support functions for the office. Obtain and verify data entered in various computer systems. Create, design and maintain reports, charts and graphs. Prepare typed copy for the Administrator. Perform clerical tasks; screen and direct calls, maintain files, maintain inventory and order office supplies, keep records, make appointments and travel arrangements for the Administrator. Relieve Administrator of routine administrative tasks, open, sort and distribute mail, assist in the development and implementation of proper office management procedures, respond to complaints and questions from officials and the public. Provide technical instructions to clerical staff in the Medical Support Services area.

**MINIMUM QUALIFICATIONS:** High School diploma or GED with one year of office administration or clerical experience; or any equivalent combination of training and experience.

**STARTING SALARY:** \$11.64 per hour. 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Wednesday, June 25, 2014

**DEADLINE TO APPLY FOR INTERNAL APPLICANTS:** Tuesday, July 1, 2014

**DEADLINE TO APPLY FOR EXTERNAL APPLICANTS:** Tuesday, July 8, 2014

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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